

## CIVIL SERVICE BOARD

**DEPARTMENT:** Management Services  
301 E. Olive Ave., Burbank, CA 91502  
(818) 238-5026

**DIRECTOR:** Betsy Dolan

**STAFF LIAISON CONTACT:** Jessica Sandoval, [jsandoval@burbankca.gov](mailto:jsandoval@burbankca.gov)

<b>ESTABLISHED:</b>	By Burbank Municipal Code <a href="#">§2-1-504</a> , <a href="#">§2-1-505</a> , <a href="#">§2-1-506</a> and Charter <a href="#">§700</a>
<b>COMPOSITION:</b>	The Civil Service Board shall consist of five (5) members.
<b>POWERS AND DUTIES OF THE COMMITTEE:</b>	The powers and duties of the Board shall be: A. To hold hearings regarding rules to supplement this article and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for; B. To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration; C. As provided by this article and by any rules, adopted to supplement this article, to hear appeals submitted by any employee hereunder, relative to any situation connected with his employment status or condition of employment; and D. In any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law. Each member of the Board shall have the power to administer oaths to witnesses.
<b>TERM OF OFFICE:</b>	Board Members shall be appointed for a four-year term and the commencement of such terms shall be staggered.
<b>MEETINGS:</b>	Every first Wednesday of the month at 4:30 p.m. City Council Chambers 275 E. Olive Ave, Burbank, CA 91502

### MEMBERS

David Nos (Chair)  
Miguel Porras (Vice-Chair)  
Jacqueline M. Waltman (Secretary)  
Matthew E. Doyle  
Susan C. Widman

### DATE OF APPOINTMENT

05/21/2013  
05/12/2015  
05/12/2015  
05/21/2013  
05/21/2013

### DATE TERM EXPIRES

07/31/2018  
07/31/2020  
07/31/2020  
07/31/2018  
07/31/2018